

Career and Technical Education Credentials Report (CTECR)  
For Data Collection of Teacher/Student Industry  
Certification Credentials

Locating the Excel template for your division:

A downloadable Excel file for your division has been created to facilitate the Data Collection of Teacher/Student Industry Certification Credentials. The Excel file is located on the department's Web Site and can be downloaded from the following address:

<http://www.doe.virginia.gov/VDOE/Instruction/CTE/DataCollection/DC2006>

This address brings you to the "Career and Technical Education Data Collection for Industry Certification Credentials" Web page. To download the Excel file, click on the "Excel Template" hyperlink, item number 4. You may also access the template by logging onto the department's Web site at <http://www.doe.virginia.gov/>. From this home page, select the drop-down box in the upper right hand corner of the web page titled "DOE Offices," click on "Instruction," click on "Career and Technical Education," click on "Reporting and Data Collection," click on "CTECR" and click on the "Excel Template" hyperlink for the Data Collection of Teacher/Student Industry Certification Credentials. Locate the Excel template for your division on this Web site.

Before you click on the file name on the Web site, your steps will be different depending on the Internet browser you use. The following instructions are specific to the two most commonly used Internet browsers.

**Download Instructions:**

*To download the Excel file using Internet Explorer:*

1. RIGHT-CLICK on the Excel Template link for your division.
2. Select "Save Target As" and save the file to your local drive.
3. Once the file is saved, close Internet Explorer and open the file using Excel – see the directions below for Using Microsoft Excel.

*To download the Excel file using Netscape Navigator:*

1. LEFT-CLICK on the Excel Template link for your division.
2. When the download option window appears, select "Save this file to Disk" and save the file to your local drive.

3. Once the file is saved, close *Netscape Navigator* and open the file using Excel - see the directions below for Using Microsoft Excel.

### **Using Microsoft Excel:**

Security Level for Macros: The security level for macros must be set to Medium or Low. If the security level is set too High you will NOT receive the message box prompting you to disable the macros or to enable the macros and not be able to operate the template correctly. To check your security level open Excel, and from the main toolbar click on "Tools". From "Tools" click on "Macro" and from "Macro" click on "Security...". In the "Security" window click on the "Security Level" tab and select MEDIUM as your security level. You may now open the Excel template.

Enable Macros: Once you have downloaded and opened the Excel template using Netscape or Internet Explorer from the instructions noted above, a message box will appear warning you that the file contains macros. The message box will prompt you to disable the macros or to enable the macros.

\*Note 1: In order for the template to operate correctly, you must click on the "ENABLE MACROS" button.

\*Note 2. If when you open the Excel template and you do not receive a message box prompting you to disable the macros, or to enable the macros, your security setting is too high. You must close the Excel template, re-open Excel and follow directions above to set the "Security Level for Macros."

### **General Information:**

The Excel file consists of three spreadsheets for school divisions. The first spreadsheet contains instructions for completing the report. The remaining spreadsheets contain the data collection templates for teachers and students.

Questions and assistance should be addressed to Mr. Gordon Creasy ([Gordon.Creasy@doe.virginia.gov](mailto:Gordon.Creasy@doe.virginia.gov)), specialist for industry certifications and licensure, at 804-225-2057.

### **Submission**

1. E-mail the completed excel template to Gordon Creasy ([Gordon.Creasy@doe.virginia.gov](mailto:Gordon.Creasy@doe.virginia.gov)) by September 1, 2006
2. Please type your division number and "CTECR," (example: "001-CTECR") in the Subject Line of the e-mail.